Responding to an Amended Event in JAGGAER

The purpose of this guide is to assist suppliers in responding to amended events in the Commonwealth of Pennsylvania's JAGGAER Supplier Management System. In JAGGAER, solicitations are also known as events. Suppliers respond to events such as Request for Proposals (RFPs) and/or Requests for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contract.

Supplier Help: For system navigation questions, please contact the DGS Bid Room at 1-877-435-7363 ext. 2 or RA-GSJAGGAERHELP@pa.gov; For Jaggaer technical issues (i.e. problems logging in and password related issues), please contact the Jaggaer Customer Support Team at 1-800-233-1121 opt 2.

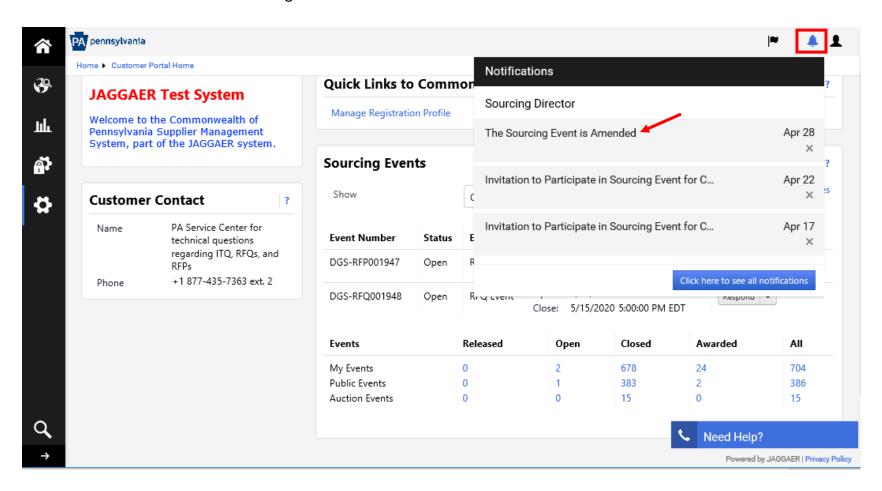
Note: You <u>must</u> be registered in the Commonwealth of Pennsylvania Jaggaer Supplier Management system prior to responding to an event. To register, please <u>click here</u> to access the DGS Supplier Service Center page for the resources to assist you in the process.

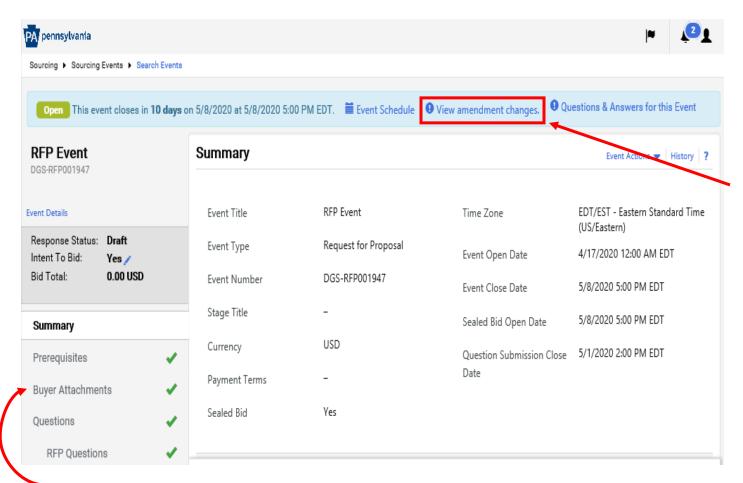
Note the specific information below:

- Each supplier that submitted a bid response prior to the amendment of the event will receive an email notification. The email notification will inform the suppliers of the amended event and provide a link to access. The suppliers <u>must</u> make any necessary changes, verify all sections are completed, and resubmit their bid responses.
- Suppliers that have <u>not</u> submitted a bid response prior to the amendment will be viewing and responding to the event that
 includes all amended changes made.

Disclaimer: All information contained within this document is for example purposes only. Screenshots are from a test client and may differ slightly from what is shown in the actual production system.

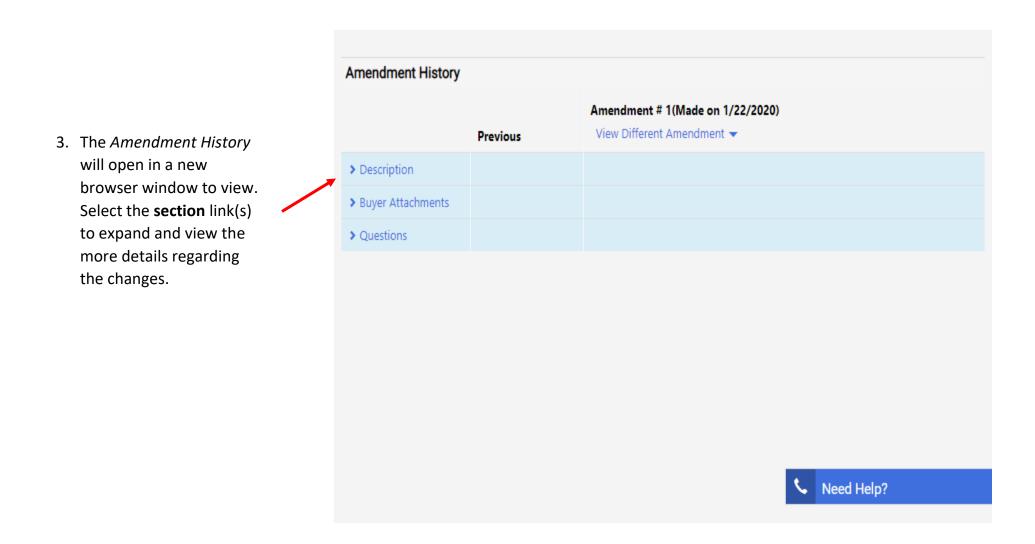
- 1. Login to your account and access the notifications to verify if any events you recently responded to have been amended. Select the **Bell** icon to view your notifications.
 - a. Choose the notification message.





 In the top message banner of the event, select the View amendment changes link to view the changes to the event.

Note: In *Buyer Attachments* section, the Buyer may have added a document outlining the amendment changes for your review.



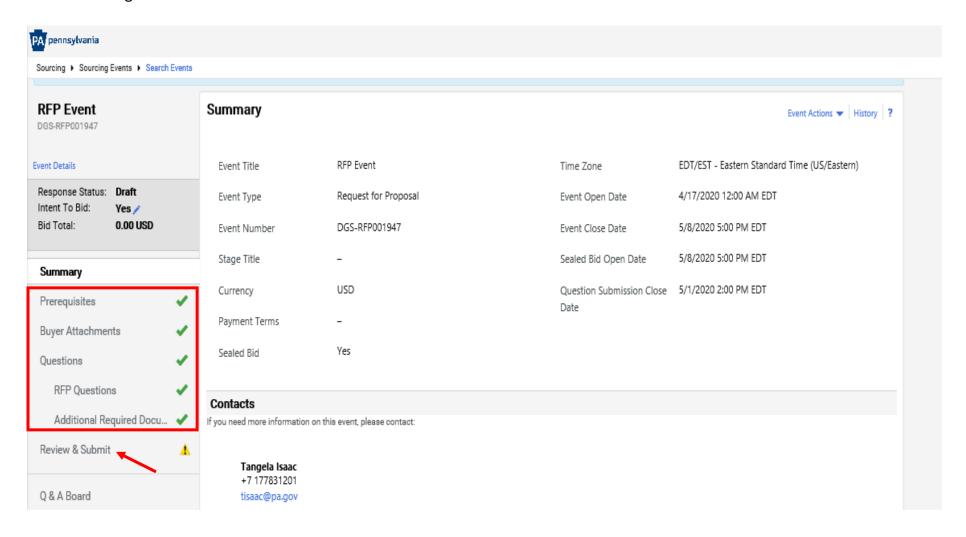
The history of the amendment will provide a brief overview of changes. You <u>must</u> go to each section of the event to view the full details of the changes.

mendment History				
		Amendment # 1(Made on 1/22/2020)		
	Previous	View Different Amendment ▼		
Description				
	DOC Comprehensive Health Care Services	DOC Comprehensive Health Care Services		
Description	Previous Content	Amended Content		
Buyer Attachments				
	* 50 - RFP Amendment Changes	* 50 - RFP Amendment Changes		
Buyer Attachments	No Value	RFP Amendment Changes		
	10 - Appendix E-Non-Disclosure Agreement	10 - Appendix E-Non-Disclosure Agreement		
Description	Previous Content	Amended Content		
	10 - Appendix E-Non-Disclosure Agreement-Rev. 2020-0122	10 - Appendix E-Non-Disclosure Agreement-Rev		
Version	1	Need Help?		

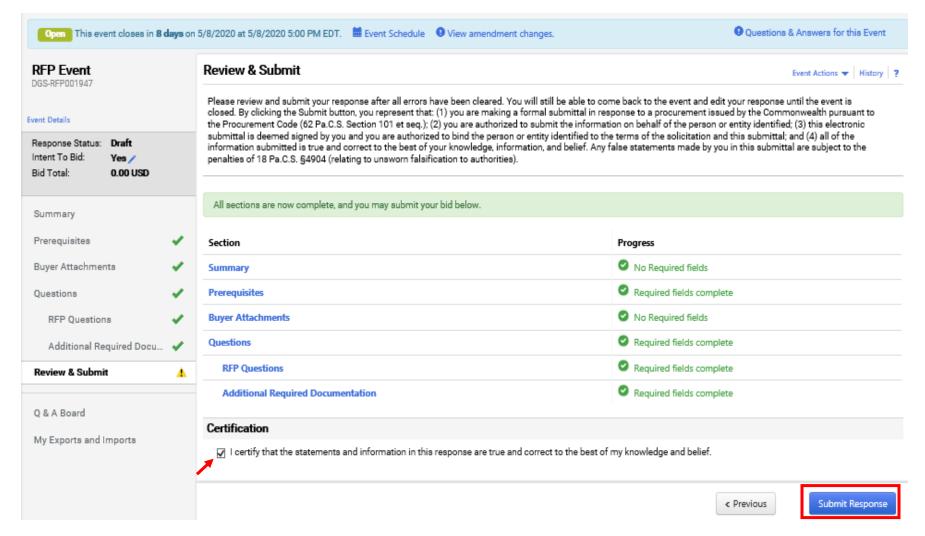
Note: The amendment number and date of the amendment is listed. If there are multiple amendments, select the *View Different Amendment* link to see the others.

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4. Carefully review each change in the applicable section of the event. Make the proper edits to your bid response (if applicable). Verify <u>all</u> required questions have been completed to submit your response. Select the **Save Progress** or **Next** button to save your edits and navigate to the *Review & Submit* section.



5. You are required to resubmit your bid response. Submit your response by certifying the statement and selecting the **Submit Response** button.



Once your response has been successfully submitted, you will receive a confirmation message with summary details of the event. If you entered pricing on a Cost Submittal, your response would show a bid amount of \$0.00 USD in the confirmation. If you entered pricing in the *Items* section, your response would display a total dollar amount (i.e. \$88,000.00 USD) in the confirmation.

Response Submitted

Next Steps

You have submitted a bid of 0.00 USD. You have until 5/8/2020 5:00 PM EDT to withdraw or change your bid.

- Return to Home Page
- Event Summary

Event Summary

Event Title	RFP Event	Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Event Type	Request for Proposal	Event Open Date	4/17/2020 12:00 AM EDT
Event Number	DGS-RFP001947	Event Close Date	5/8/2020 5:00 PM EDT
Stage Title	-	Sealed Bid Open Date	5/8/2020 5:00 PM EDT
Currency	USD	Question Submission Close	5/1/2020 2:00 PM EDT
Payment Terms	-	Date	
Sealed Bid	Yes		
Sealed bid	16		